

COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



DIRECTOR, GENERAL SERVICES

Starting Pay Range \$165,000—\$180,000

Executive Benefits Package

DIRECTOR, GENERAL SERVICES | COUNTY OF SAN DIEGO

COMMUNITY SERVICES GROUP

The County of San Diego invites résumés from candidates with exemplary qualifications for the position of Director, General Services, in the Community Services Group.

The Department of General Services (DGS) is an internal service department within the County of San Diego. DGS ensures that other County departments have the necessary facilities, workspaces, services, and vehicles to accomplish their business objectives. These services include management of 10 million square feet of owned and leased facilities; management of over 410 real estate leases; management of major maintenance and capital improvement projects; facility maintenance; security and mail management services; acquisition, maintenance and refueling of over 4,100 fleet vehicles; and oversight of the County's \$643 million 5-year capital program. DGS is also a committed leader in energy and sustainability and has been recognized for its efforts in conserving energy and water resources while promoting expansion of renewable sources of energy in the County. To ensure these critical services are provided, DGS has 378 staff and an annual budget of \$198.3 million.

THE IDEAL CANDIDATE

The ideal candidate will be a dynamic and visionary leader who values collaboration and thrives in an environment of multiple stakeholder priorities. His or her professional history will demonstrate the following leadership competencies, attributes, and experience:

- A degree in Engineering, Architecture, Real Estate, Construction Management, Facilities Management, or related field is highly desired
- Leadership in planning, programming, and administering projects to construct, renovate, maintain, or expand public facilities or infrastructure including capital & construction project development and management, major maintenance, facility maintenance services, real estate services, fleet operations, energy & sustainability, mail services, and other support services
- Provide leadership, direction, and management to multidisciplinary teams including stakeholders, consultants, and elected/appointed officials
- Problem solving skills that anticipate global consequences and result in achievement of overall objectives
- Stimulates and actively initiates change in the organization
- Remains optimistic and persistent, even under adversity
- Carefully considers implications and impact of decisions across the organization and in the region
- Commitment to improving performance and client services
- Builds and supports mutually beneficial relationships with other County departments, outside organizations, and community stakeholders
- Looks beyond department boundaries when making decisions
- Possesses strong technical and interpersonal skills

Please click [here](#) for a full description of the job duties of the Director, General Services.

MINIMUM QUALIFICATIONS

Qualifying candidates will possess a bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalency AND five years of management level experience that demonstrates the ability to perform the essential functions of the classification. Experience must include at least one year of supervision. A master's degree or higher degree may substitute for a total of one year of experience and cannot be applied to the required one year of supervision.

COMPENSATION

The annual salary range upon appointment for this position will be \$165,000 to \$180,000. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal oriented. Relocation expenses are approved not to exceed \$15,000.

BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death & Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Auto allowance \$600/month
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, please review the [San Diego County Employees Retirement Association](#) website.
- Deferred Compensation Program (457) and 401(a) plans

DEPARTMENT OF GENERAL SERVICES

The Department's mission is to provide cost-effective, efficient, high-quality, and timely support services to County clients enabling them to fulfill their mission to the public. The County seeks a candidate that will continue the Department's momentum in reaching the following strategic objectives:

- Provide time-critical (24/7) maintenance response to emergency requests involving life and safety issues or those posing an imminent risk to County assets and infrastructure, by responding to and initiating corrective action for 100% of all emergency requests within 4 hours of notification
- Support client departments in their public safety efforts through maintenance of fire apparatus, law enforcement patrol vehicles, and the Countywide Regional Communications System
- Improve County operations through sustainability efforts such as energy and water conservation, use of alternative energy generation systems, green building design, recycling, and reduction of greenhouse gas emissions
- Target preventive maintenance activities to maximize the operational efficiency of the County assets/infrastructure, as well as maintain or prolong the design life of these systems
- Support client departments in all facets of facilities including relocation, design-build construction, and leasing
- Continue Countywide strategic facility planning efforts to recapitalize aging buildings and address future program and facility needs across all departments



For additional information, please review the [Department of General Services](#) website.



THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.

- The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico.
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches.
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities.
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of \$5.4 billion and provides services to the residents of the County through its 17,000 employees in 42 different departments.

GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). By communicating and adhering to this business model, the County of San Diego is able to maintain an organizational culture that values transparency, accountability, innovation and fiscal discipline which provides focused, meaningful public services.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Résumés may be submitted on-line at www.sandiegocounty.gov, select the link for jobs.

Résumés should include academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff.

An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

The first review date of résumés will be July 5, 2016.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

NOTES

The County of San Diego and its employees embrace the *Live Well San Diego* vision: A region that is Building Better Health, Living Safely and Thriving. Click here for more information www.livewellsd.org.



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any *county*, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Brandy Winterbottom-Whitney, Deputy Director of Human Resources at brandy.winterbottom-whitney@sdcounty.ca.gov or 858-505-6324. Questions about the position or department should be directed to Linda Holt, Group Human Resources Director for the Community Services Group at linda.holt@sdcounty.ca.gov or 619-531-5116.

